

## **DESIGN REVIEW SUBMITTAL CHECKLIST**

Submittal information presented to the Permit Center shall include the items on this checklist and all related fees and information required by the Community Development Department. **Items marked with an** \* **are required.** 

k	DES	DESIGN REVIEW APPLICATION		
		Completed Permit Application Form		
		Letter of Approval from the Homeowners Association (if applicable)		
		Signature of Property Owner and Applicant on Page 2 of the Application Form		
		Completed Summary Table		
k	ALL	PLANS include the following:		
		Plan sheets must be no less than 11" x 17" and no greater than 24" x 36" unless prior approval is given.		
		All plans must be folded into packets, with each packet containing one set of plans. The packets should be no larger than 9" x 11" in size.		
		Include North Arrow, date prepared, and bar scale. Acceptable scales are: $^{1}/_{4}$ " = 1' and $^{1}/_{8}$ " = 1'. Other scales may be acceptable but should be discussed with Planning staff before filing.		
		Name and phone number of the person preparing the plan		
		One (1) set of plans for Design Review. (Note: for projects that require Planning Board approval, an additional fifteen (15) sets of plans will be requested when a hearing date is scheduled.)		
		Approval Stamp/signature and date from the Homeowners Association (if applicable)		
		ELECTRONIC VERSION OF PLANS IN PDF FORMAT (prior to public notice)		
k	SIT	E PLAN includes the following:		
		Location of proposed development		
		Property lines, distance between outer edge of street curb, and the front/street side property lines		
		Location and dimensions of all existing and proposed buildings		
		Dimensions of existing and proposed front, side, and rear yards		
		Location and dimensions of existing and proposed driveways, garages, carports, required off-street parking spaces, and vehicle back-up areas		
		Building footprints and appropriate height of structures on adjacent lots (required for projects requiring a finding pursuant to AMC Section 30.5 7(k) & (I), which allow for reduced setbacks; see privacy and shadow study.)		
		Location of drainage ways and access easements. (Check with the Public Works Department for public utility and access easements.)		
k	RO	OF PLAN (existing and proposed on separate drawings) includes the following:		
		All existing and proposed roof elements		
k	ELE	EVATIONS (existing and proposed on separate drawings) include the following:		
		Fully dimensioned and prepared to an appropriate scale		
		Existing and proposed construction and/or alterations Existing and proposed views of each elevation should appear side by side on the plans.		
		Location of proposed vents, gutters, downspouts, air conditioning equipment, antennas, all rooftop mechanical equipment, utility meters, transformers, and utility boxes		
		Direction of building elevation (i.e., north, south, etc.)		
		Details for fascia trim, windows, doors, trim, sills, railing and fencing, and final height of building		
	П	Location of exterior lighting and cut sheet/details of the type of lighting fixtures		



*	<b>FLOOR PLANS (existing and proposed on separate drawings)</b> include the following (if proposing interior remodel or additions):			
		Fully dimensioned and prepared to an appropriate scale		
		Ceiling heights of all interior spaces		
		Rooms labeled for use		
		Show location of all existing and proposed windows and doors.		
*	WIN	IDOW SCHEDULE includes the following:		
		Existing and proposed window dimensions		
		Show compliance for required egress windows for bedrooms.		
		Show style of windows on building plans or elevations.		
		Cut sheets/brochures of proposed windows - include a dimensioned cross section of window.		
*	DEN	MOLITION PLAN includes the following (if applicable):		
		Identifies all elements that will be removed/replaced		
		Written description of elements that will be removed and plan proposed by the applicant to remove/reuse materials		
*	PHO	DTOGRAPHS include the following:		
		Project area and adjacent properties		
		Front, side, and rear elevations		
		Proposed work area		
L/	NDS	SCAPE AND IRRIGATION PLAN includes the following:		
		Location of all existing landscaping. Indicate any trees to be removed. Include circumferences of all trees. Provide species and common name of all trees.		
		Location of all trees, shrubs, groundcover, and turf to be planted		
		Planting list with species and common names of all materials		
		Location of non-vegetative landscape improvements, such as paving, fences, retaining walls, planters, and arbors.		
CF	ROSS	S SECTION(S) includes the following:		
		Longitudinal direction		
		Transverse direction		
C	DLOF	R AND MATERIAL BOARD (major projects only) include the actual samples (maximum size 11" x 17"):		
		Exterior cladding		
		Paint colors		
		Roofing material		
PF	RIVA	CY/SHADOW STUDY includes the following (if extending along non-conforming setbacks):		
		Site plan showing building footprints of adjacent properties		
		Front elevations of subject property and both adjoining properties		
		Shading angles for June 21 and December 22 at 8:00 a.m., Noon, and 4:00 p.m.		
0	ГНЕР	R – Speak to a planner regarding the need to submit the following information:		
		SITE SURVEY conducted by a licensed surveyor		
		PRELIMINARY TITLE REPORT (must be less than six months old).		
		Bay-Friendly Landscaping Scorecard		